

## Helpful Guidelines for the ACIP Process

The five year 2100-2014 Airport Capital Improvement Program (ACIP) submittals via the web site are due **Friday, October 31, 2008**. The ACIP can be submitted via the web site before this deadline.

Please note:

- ❑ Under current authorization, ADOT grant amounts will be capped in order to ensure a broad distribution of grant dollars to Arizona airports. We anticipate the statutory (10% of available development funds) **funding cap** will be approximately **\$500,000.00** (five hundred thousand dollars) (**tentative, subject to change**). Due to the **State Attorney's ruling**, the funding cap amount **will include all** federal/state/local grants, state/local grants, APMS, and loans for the fiscal year.
  - ❑ Airport sponsors should evaluate the Runway Safety Areas (RSA's) at their respective airports. As a result, sponsors should be able to certify that their RSA's either meet current airport design standards in accordance with Advisory Circular 150/5300-13, (available at [www.faa.gov](http://www.faa.gov), Regulatory/Advisory Section) or that they have included/identified projects in their five year ACIP to improve the RSA's to the maximum extent practicable. RSA, RSAT and Part 139 projects carries higher priority for federal funding and needs to be clearly identified as one of the airport's high priority projects in your ACIP submittal.
  - ❑ One of the FAA's highest priorities is to reduce surface incidents (vehicle/pedestrian deviations) and runway incursions at the nation's airports. Airport sponsors should evaluate their airport to identify any locations or areas that lend themselves to surface incidents and runway incursions and develop a plan to mitigate that potential. Sponsors should be able to certify that they have evaluated their airport and have included projects, as appropriate, to mitigate the potential for runway incursions in their ACIP.
  - ❑ The ACIP Web Site includes instructions for entering the ACIP information. A more detailed discussion is available on the Aeronautics web site. The document is titled "ACIP Web Handbook" and is located on the Airport Development/Five Year Program Guidelines web page:  
[http://www.azdot.gov/aviation/PDF/ACIP\\_UsersGuide.pdf](http://www.azdot.gov/aviation/PDF/ACIP_UsersGuide.pdf).
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- ➔ The ADOT 5-year ACIP web site is **now** available for submittals.
  - ➔ Please submit projects for only the fiscal years **2010 through 2014**. If you have no projects for any particular fiscal year, please leave that year blank.
  - ➔ The **Program year is 2010**. This is the **same** for all five fiscal years.
  - ➔ The **Fiscal Years** are 2010, 2011, 2012, 2013, and 2014.
  - ➔ The State of Arizona fiscal year is July 1 to June 30.
  - ➔ The FAA fiscal year is October 1 to September 30
  - ➔ If you experienced a grant termination, you may re-submit the project in any fiscal year.
  - ➔ All projects must be on an **approved ALP** or a recently submitted ALP to the FAA. Projects not on an approved ALP will be rejected.
  - ➔ Attach the project sketch using the ALP as a base map of all the projects as a pdf file. (No more drawings online!) This needs to be done **BEFORE** any data entry.
  - ➔ Project Sketches should include all projects for that fiscal year on one sketch. Five fiscal years – Five sketches!
  - ➔ Each project must be labeled on the sketch to match the project information.
  - ➔ You are now able to copy a previously entered project (from a prior year) into a fiscal year.
  - ➔ Enter each project's data into the appropriate box.



- ➔ The **Project Description** should be brief – **What** specifically are you doing? You must include **location and dimensions!** Only one total project per description. Do not combine different project components e.g. apron and ARFF vehicle. Incomplete descriptions will be rejected and returned for clarification. This project description will be used as the grant description.
- ➔ Projects can be phased. Include phase number in the project description.
- ➔ **Example Project Description** – Construct South Apron expansion and apron lighting – 300 x 300 feet, approx. 10,000 sy.
- ➔ The **Project Justification** should be brief – **Why** are you doing this project? These justifications are a summary for the effort you have been doing all year long: Keep them succinct.
- ➔ **Example Project Justification** – Existing apron is full of parked aircraft. The expansion is needed to increase aircraft parking capacity.
- ➔ **Environmental Assessments** take a year to complete. The EA should be in **one** fiscal year and the project is to be in the **NEXT** fiscal year.
- ➔ **Design only** projects take a year or more to complete. The design should be in **one** fiscal year and the construction of the project is to be in the **NEXT** fiscal year.
- ➔ **Incomplete or incorrect project descriptions and/or justifications** will be rejected and returned to the sponsor for revisions.
- ➔ **Need help?** Call your ADOT representative on the attached list.
- ➔ **Question on eligibility?** Call FAA or ADOT. We will help you.
- ➔ **Need a meeting** with ADOT and/or FAA to discuss ACIP program or problems? Call us!!
- ➔ Once all information is entered, only the web manager, can officially submit this information to ADOT Aeronautics/FAA. **Your ADOT issued password is your “official” signature.**
- ➔ Once officially submitted, no changes can be made to a project unless it is returned by Aeronautics.
- ➔ ADOT will review your ACIP submittal, and if necessary, contact you to clarify issues. If additional work is required, ADOT Aeronautics will return the project submittal via the web site with guidance on what revisions are to be completed.
- ➔ When the material is completely reviewed by ADOT, it will be accepted into the program used to produce the five-year ACIP Program. There is no requirement to send any paper copies to ADOT. The documentation will be accomplished through the ACIP Web site process.
- ➔ After ADOT review, the ADOT accepted five year ACIP program will be submitted to the FAA.
- ➔ *FAA is requesting that each sponsor **print** the accepted ACIP Program as accepted by ADOT (there is a printable version of the entire data you have entered), **sign** it and **send** it to FAA. Although this data will be transmitted to the FAA after ADOT acceptance, FAA wishes to have a backup version.*

#### **Other issues sponsor should consider for their respective ACIP submittals**

- ✓ What is the age of the current Master Plan?
- ✓ Is the Airport Master Record (5010) record current and reasonably accurate?
- ✓ Is the Property map current?
- ✓ Does the sponsor use the Letter of Credit for payments?
- ✓ Does the sponsor have any aged federal or state grants?

## Questions?

### FAA Los Angeles Airports District Office

|  |                |
|--|----------------|
| Brian Armstrong, Manager               | (310) 725-3644 |
| Ruben Cabalbag, Assistant Manager      | (310) 725-3621 |
| Eric Vermeeren, Senior Program Manager | (310) 725-3631 |
| Kimchi Hoang, Program Manager          | (310) 725-3617 |
| George Buley, Program Manager/Planner  | (310) 725-3771 |
| Mike Phillips, Program Manager         | (310) 725-3626 |
| Margie Drilling, Planner               | (310) 725-3628 |

### ADOT Aeronautics Airport Development

|   |                |
|---|----------------|
| Michael Klein, Program Administrator          | (602) 294-9144 |
| Tammy Martelle, Airport Projects Manager      | (602) 294-9144 |
| Nancy Faron, Airport Projects Manager         | (602) 294-9144 |
| Holly Hawkins, State Airport Engineer         | (602) 294-9144 |
| Kenn Potts, Airport Projects Planning Manager | (602) 294-9144 |

Please have all project data entered into the web site no later than **Friday, October 31, 2008 at 5:00 pm.**

## ACIP SUBMITTAL DISTRIBUTION

(602) 294-9144

| <b><i>Kenn Potts</i></b> | <b><i>Tammy Martelle</i></b> | <b><i>Nancy Faron</i></b>  |
|--------------------------|------------------------------|----------------------------|
| Avi Suquilla             | Benson                       | Bagdad                     |
| Buckeye                  | Bisbee-Douglas               | Colorado City              |
| Chinle                   | Bisbee                       | Cottonwood                 |
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| Rolle                    | Ryan Field                   | Seligman                   |
| Scottsdale               | Safford                      | Springerville              |
| St. Johns                | San Manuel                   | Tuba City                  |
| Taylor                   | Show Low                     | Window Rock                |
| Superior                 | Sierra Vista                 | Grand Canyon National Park |
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